



CITY OF COLLEGE PARK

Class Description

Job Title: Code Enforcement Officer
Reports To: Code Field Supervisor
FLSA Status: Non-Exempt

General Description

The purpose of this class within the organization is to enforce the City of College Park Code, which includes chapters on property maintenance, environmental noise, nuisance abatement, fire safety, and County zoning regulations. There is an emphasis on customer service and achieving voluntary code compliance.

This class works under close to general supervision according to set procedures and may determine how or when to complete tasks and reports to the Code Field Supervisor.

Duties and Responsibilities

The functions listed below represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the job/class as necessary.

Essential Functions:

Promotes the health, safety, and welfare of City residents by enforcing building, property, zoning, and environmental codes (such as noise).

Ensures the enforcement of all City ordinances; recommends to supervisors any improvements, modifications, and changes to existing City codes for efficiency and practicality.

Schedules and performs inspections of rental properties, multi-family buildings, commercial buildings, hotels/motels, etc., as assigned.

Prepares inspection reports that identify findings, violations, necessary corrective actions, and possible fines.

Prepares and issues notices of violations and municipal infraction citations for observed code violations.

Patrols the City by car, bicycle, or foot looking for code violations; investigates possible code violations; works with residents to comply with City and County Codes.

Prepares for and testifies in district and circuit court hearings and trials; attends court for unresolved municipal infractions.

Responds to noise complaints. Takes noise meter readings as needed.

Addresses resident complaints, questions, or concerns.

Performs representational duties at City-sponsored and other special events.

Prepares correspondence and responds to public and City employee inquiries.

Reviews building permit applications.

Researches various codes and ordinances to ensure compliance.

Enters violation data in the designated computer software system for tracking and producing accurate reports and notices: files, photographs, and other supporting documentation for code enforcement cases in the software system.

Responds to complaints in writing within 24 hours.

Additional Duties:

Performs windshield (visual) exterior inspections of houses and buildings throughout the City.

Assists other Departments in various tasks related to City business.

Performs related work as assigned.

Responsibilities, Requirements, and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

On-the-job training to learn City, County, and State building, health, and fire safety ordinances; layout and geography of the City;

People Responsibility:

People include co-workers, workers in other areas or agencies, and the general public.

Provides information, guidance, or assistance to people that directly facilitate task accomplishment

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility for achieving minor economies and/or preventing minor losses through handling or accounting for materials, supplies, or small amounts of money.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers, and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division, and/or calculates ratios, rates, and percentages. For example, calculating the size of a room or the footprint of a building.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Must be able to read, interpret, and communicate building codes, manuals, ordinances, and other related documents. In addition

Reads journals, manuals, and professional publications. Speaks informally to groups, co-workers, staff in other agencies, and the public, using proper language, punctuation, grammar, and style.

Must use customer service and diplomacy skills to obtain compliance from City residents.

Must be able to understand and follow written and oral directions.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Must be able to make moral and legal decisions pertaining to the work.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration, and creativity required by the job and the presence of any unusual pressures present in the job.

Performs skilled work involving interpretation of City Code and adherence to rules and laws.

Requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors may be serious and affect the City's reputation and the health, safety, and welfare of the City and the public.

Physical Demands:

Physical demands refer to the requirements for physical exertion and limb and body movement coordination.

Must be able to frequently stoop, crawl, climb ladders and stairs, and physically maneuver in small spaces to conduct building inspections.

Must be able to drive, walk and/or ride a bicycle for up to 4 hours daily.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Drives a city vehicle; rides a bike; measures noise volume using a sound meter; uses electronic tablets, smartphones, and cameras.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves routine and frequent exposure to various weather conditions, including heat, cold, wet, or humid conditions.

Occasional brief exposure to unpleasant or unsafe environments.

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.

Requires considerable responsibility for supervising continuous enforcement of the laws and public health and safety standards.

Minimum Education and Experience Requirements:

High School Diploma or GED equivalent. An associate's degree in a related field is preferred.

One year of specialized courses/training in fire safety, construction technology, or building inspection.

A valid driver's license in the state of residence.

FEMA ICS-100, 200, 700, and 800 before the start date

Special Certifications and Licenses:

Required completion within the probation period:

- NFPA Fire Inspector I Certification

Required completion within the first year of employment:

- Community Noise Enforcement Certification
- ICC/AACE - Property Maintenance and Housing Inspector Certification

Americans with Disabilities Act (ADA) Compliance

The City of College Park, MD, is an Equal Opportunity Employer. The ADA requires the City to provide reasonable accommodations to qualified persons with disabilities.

Prospective and current employees are encouraged to discuss any ADA-related needs or accommodations with management.